



**Department of Housing and Community Development**

**October 16, 2007**

**NOTIFICATION OF VACANCY**

**AUDIT & COMPLIANCE SPECIALIST  
(Auditor II)**

**POSITION #00344**

**LOCATION:**

**DHCD  
501 N. 2ND STREET  
RICHMOND, VA 23219**

**HIRING RANGE:**

**\$45,000 - \$55,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development seeks to fill a Audit and Compliance Specialist position within the VA Enterprise Zone Program located Richmond. The position involves conducting routine and complex grant monitoring assignments on businesses and individuals receiving enterprise zone incentives ensuring compliance with the Code of Virginia, Program Regulations, and DHCD Attestation Procedures. The selected candidate will provide technical assistance and monitoring of activities to staff, localities, qualified business firms, qualified zone investors, and CPAs. Responsibilities include: planning and conducting grant monitoring procedures and activities; case management; preparing grant monitoring reports and developing presentations and training materials and manuals. Performs the day-to-day activities of the Virginia Enterprise Zone Program by reviewing and processing Enterprise Zone incentive applications; including technical assistance and training to Enterprise Zone sites and constituents.

**QUALIFICATIONS GUIDE:**

Considerable working knowledge of State and Federal accounting laws, rules and regulations; accounting and audit terminology and techniques, generally accepted accounting principles along with the formal theory of accounting; financial records, statements, schedules, monitoring/auditing, attestations and private accounting practices. Demonstrated ability to interpret general and subsidiary ledgers, journal entries, real estate transaction documents, capital account books, depreciation schedules, and subsidiary documents; to examine and monitor original financial records and use manual and automated general ledgers; to be responsive to changing monitoring/auditing situations and exercise sound professional judgment; to work comfortably with diverse constituencies, develop appropriate levels of technical assistance and; to communicate complex technical information effectively both orally and in writing. Ability to create technical presentations and design and conduct trainings; to organize, manage, and analyze program data and records, evaluate results and present findings in an organized and understandable format; to independently plan and execute multiple programmatic activities; to develop and recommend program procedures; to give attention to details; prioritize work to meet deadlines, work independently, and to work with staff to accomplish group work plans. Strong PC and software utility skills, especially in data management and word processing a plus. Strong interpersonal and problem resolution skills. Prefer Bachelor's degree in a business related field with a minimum of 15 hours of accounting; CPA licensure desirable. Knowledge of grant incentives and FASB rules and IIA regulations helpful. Prefer progressive work experience in professional auditing. Experience in private accounting. Experience in real estate transactions is desirable; State and Federal accounting laws, rules and regulations; government and grant management; and developing and implementing auditing or monitoring protocols and procedures. Must be able to work beyond normal work schedule. Travel is required.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.**

*For additional information contact our Human Resource Office, at (804) 371-7000  
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